

NATURAL RESOURCES CONSERVATION SERVICE
AFFIRMATIVE EMPLOYMENT PROGRAM PLAN
FOR MINORITIES, WOMEN AND PERSONS WITH DISABILITIES

ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM ACCOMPLISHMENT REPORT
FISCAL YEAR 2006
(October 1, 2005– September 30, 2006)

- SUMMARY ANALYSIS OF THE WORK FORCE
- ANNUAL ACCOMPLISHMENT REPORT OF OBJECTIVES AND ACTION ITEMS
- NOTEWORTHY ACTIVITIES /INITIATIVES

Minnesota
NAME OF STATE

375 Jackson St., Suite 600, St. Paul, MN 55101
ADDRESS

NUMBER OF EMPLOYEES COVERED BY THE PLAN: TOTAL 367

Gloria Larson – HRO/CRAC/SEPMs
NAME OF PERSON PREPARING FORM

William Hunt, State Conservationist
NAME AND TITLE OF PRINCIPAL EEO OFFICIAL

<u>/S/ ANN ENGLISH, ACTING FOR WILLIAM HUNT, STC</u>	
SIGNATURE OF PRINCIPAL EEO OFFICIAL	DATE 05/29/2007

STATE: MINNESOTA

Changes in the Workforce FY 2001 to FY 2006

Table 1. Total Work Force Demographic Profile for FY 2001 to FY 2006

	Total		White		Black		Hispanic		Asian American Pacific Islander		American Indian Alaska Native		Targeted Disabilities	
Fiscal Year	All	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
2001														
2002	314	92	205	82	9	6	0	2	2	0	6	2		
2003	320	98	205	85	10	9	0	2	1	1	6	1		
2004	367	119	226	99	13	13	1	3	1	2	7	2		
2005	381	137	221	112	15	16	0	4	2	4	6	1		
2006	367	134	213	117	14	9	0	2	0	4	6	2		
% of Workforce in FY: 2006		36.5	58.0	31.9	3.8	2.5	0	.5	0	1.1	1.6	.5		
<i>2000 National CLF *</i>	<i>100</i>	<i>46.8</i>	<i>39.0</i>	<i>33.7</i>	<i>4.8</i>	<i>5.7</i>	<i>6.2</i>	<i>4.5</i>	<i>1.9</i>	<i>1.7</i>	<i>0.3</i>	<i>0.3</i>	<i>**</i>	<i>**</i>

* EEOC sanctioned CLF data from the 2000 Census (DO NOT COMPARE WITH STATE CLF)

** USDA has set a 2% goal of all hires

Bold indicates under representation when compared to the National Civilian Labor Force (NCLF)

SUMMARY ANALYSIS OF THE WORK FORCE By GRADE LEVEL, EEO GROUP and DISABILITY

Table 2															
Change in State Work Force Profile by Grade Grouping from October 2005 to September 2006															
		Total		White		Black		Hispanic		Asian American Pacific Islander		American Indian Alaska Native		Targeted Disabilities	
<i>Pay Grade</i>		<i>All</i>	<i>Female</i>	<i>Male</i>	<i>Female</i>	<i>Male</i>	<i>Female</i>	<i>Male</i>	<i>Female</i>	<i>Male</i>	<i>Female</i>	<i>Male</i>	<i>Female</i>	<i>Male</i>	<i>Female</i>
GS 1-4	FY 2005	43	21	14	9	8	7	0	2	0	3	0	0		
	FY 2006	17	7	6	1	4	2	0	1	0	2	0	1		
	# Change	-26	-14	-8	-8	-4	-5	0	-1	0	-1	0	+1		
GS 5-8	FY 2005	116	60	52	56	0	2	0	2	1	0	3	0		
	FY 2006	125	64	57	60	2	3	0	1	0	0	2	0		
	# Change	+9	+4	+5	+4	+2	+1	0	-1	-1	0	-1	0		
GS 9-12	FY 2005	207	54	145	47	4	5	0	0	1	1	3	1		
	FY 2006	210	61	140	56	5	2	0	0	0	2	4	1		
	# Change	+3	+7	-5	+9	+1	-3	0	0	1	+1	+1	0		
GS 13	FY 2005	13	2	9	0	2	2	0	0	0	0	0	0		
	FY 2006	13	2	9	0	2	2	0	0	0	0	0	0		
	# Change	0	0	0	0	0	0	0	0	0	0	0	0		
GS 14	FY 2005	1	0	1	0	0	0	0	0	0	0	0	0		
	FY 2006	1	0	1	0	0	0	0	0	0	0	0	0		
	# Change	0	0	0	0	0	0	0	0	0	0	0	0		
GS 15	FY 2005	1	0	0	0	1	0	0	0	0	0	0	0		
	FY 2006	1	0	0	0	1	0	0	0	0	0	0	0		
	# Change	0	0	0	0	0	0	0	0	0	0	0	0		

SUMMARY ANALYSIS OF THE WORKFORCE

By PATCO +D*, EEO Group Compared to the National Civilian Labor Force

Table 3														
PATCO +D Category	Total		White		Black		Hispanic		Asian American/ Pacific Islander		American Indian/ Alaskan Native		Targeted Disabilities	
	All	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Professional		27.5	67.6	23.4	3.2	2.7	.0	.0	.0	.9	1.8	.5		
<i>NCLF</i>	<i>100</i>	<i>37.0</i>	<i>54.7</i>	<i>30.3</i>	<i>2.4</i>	<i>3.2</i>	<i>2.1</i>	<i>1.4</i>	<i>3.5</i>	<i>1.9</i>	<i>0.2</i>	<i>0.2</i>		
Administrative		62.5	25.0	56.3	12.5	6.3	.0	.0	.0	.0	.0	.0		
<i>NCLF</i>	<i>100</i>	<i>50.0</i>	<i>42.1</i>	<i>40.4</i>	<i>3.6</i>	<i>5.3</i>	<i>2.6</i>	<i>2.6</i>	<i>1.4</i>	<i>1.4</i>	<i>0.3</i>	<i>0.3</i>		
Technical		44.0	53.0	43.0	1.0	.0	.0	1.0	.0	.0	2.0	.0		
<i>NCLF</i>	<i>100</i>	<i>54.9</i>	<i>36.1</i>	<i>42.9</i>	<i>3.6</i>	<i>6.6</i>	<i>3.2</i>	<i>3.4</i>	<i>1.9</i>	<i>1.6</i>	<i>0.4</i>	<i>0.4</i>		
Clerical		100	.0	100	.0	.0	.0	.0	.0	.0	.0	.0		
<i>NCLF</i>	<i>100</i>	<i>80.5</i>	<i>14.0</i>	<i>63.4</i>	<i>2.8</i>	<i>9.6</i>	<i>1.7</i>	<i>5.2</i>	<i>0.8</i>	<i>1.9</i>	<i>0.1</i>	<i>0.5</i>		
Other		41.2	35.3	5.9	23.5	11.8	.0	5.9	.0	11.8	.0	5.9		
<i>NCLF</i>	<i>100</i>	<i>15.7</i>	<i>67.6</i>	<i>11.2</i>	<i>9.7</i>	<i>3.2</i>	<i>4.8</i>	<i>1.0</i>	<i>1.2</i>	<i>0.3</i>	<i>0.9</i>	<i>0.2</i>		

EEOC sanctioned CLF data from the 2000 Census. Bold type indicates group is below CLF.

* Targeted Disabilities

Provide a narrative analyzing your work force by PATCO +D for FY-2006. Please break down the work force data by RSNO category. Be specific in your narrative if you hired any individuals in those categories. **Do not include** additional charts, tables or graphs.

Professional

Minnesota NRCS total professional workforce increase from 213 to 222 employees for FY-2005-2006.

- Total female increased from 53 to 61 employees
- White males stayed the same at 150 employees
- White females increased from 44 to 52 employees
- Black males increased from 5 to 7 employees
- Black females decreased from 7 to 6 employees
- Hispanic male employees stayed at 0 employees
- Hispanic female employees stayed at 0 employees
- Asian American/Pacific Islander male decreased from 1 to 0 employees
- Asian American/Pacific Islander female increased from 1 to 2 employees
- American Indian/Alaskan Native male stayed the same at 4 employees
- American Indian/Alaskan Native female stayed the same at 1 employee

Administrative

Minnesota NRCS total administration workforce increase from 14 to 16 employees for FY-2005-2006.

- Total female stayed at 10 employees
- White males increased from 2 to 4 employees
- White females increased from 8 to 9 employees
- Black males increased stayed at 2 employees
- Black females decreased from 2 to 1 employees
- Hispanic male employees stayed at 0 employees
- Hispanic female employees stayed at 0 employees
- Asian American/Pacific Islander male stayed at 0 employees
- Asian American/Pacific Islander female stayed at 0 employees
- American Indian/Alaskan Native male stayed at 0 employees
- American Indian/Alaskan Native female stayed at 0 employee

Technical

Minnesota NRCS total technical workforce increase from 99 to 100 employees for FY-2005-2006.

- Total female increased from 41 to 44 employees
- White males decreased from 55 to 53 employees
- White females increased from 40 to 43 employees

- Black males increased from 0 to 1 employee
- Black females stayed at 0 employees
- Hispanic male employees stayed at 0 employees
- Hispanic female employees stayed at 1 employees
- Asian American/Pacific Islander male decreased from 1 to 0 employees
- Asian American/Pacific Islander female stayed at 0 employees
- American Indian/Alaskan Native male stayed at 2 employees
- American Indian/Alaskan Native female stayed at 0 employee

Clerical

Minnesota NRCS total clerical workforce decreased from 13 to 12 employees for FY-2005-2006.

- Total female decreased from 13 to 12 employees
- White males stayed at 0 employees
- White females stayed at 12 employees
- Black males stayed at 0 employees
- Black females stayed at 0 employees
- Hispanic male employees stayed at 0 employees
- Hispanic female employees decreased from 1 to 0 employees
- Asian American/Pacific Islander male stayed at 0 employees
- Asian American/Pacific Islander female stayed at 0 employees
- American Indian/Alaskan Native male stayed at 0 employees
- American Indian/Alaskan Native female stayed at 0 employee

Other

Minnesota NRCS total other workforce decreased from 42 to 17 employees

- Total female decreased 20 to 7 employees
- White males decreased from 14 to 6 employees
- White females decreased from 8 to 1 employees
- Black males decreased from 8 to 4 employees
- Black females decreased from 7 to 2 employees
- Hispanic male employees stayed at 0 employees
- Hispanic female employees decreased from 2 to 1 employees
- Asian American/Pacific Islander male stayed at 0 employees
- Asian American/Pacific Islander female decreased 3 to 2 employees
- American Indian/Alaskan Native male stayed at 0 employees
- American Indian/Alaskan Native female increased from 0 to 1 employees

Targeted Disabilities

No changes

Student Information

Table 4														
	Total		White		Black		Hispanic		Asian American Pacific Islander		American Indian Alaska Native		Targeted Disabilities	
<i>Program</i>	<i>All</i>	<i>Female</i>	<i>Male</i>	<i>Female</i>	<i>Male</i>	<i>Female</i>	<i>Male</i>	<i>Female</i>	<i>Male</i>	<i>Female</i>	<i>Male</i>	<i>Female</i>	<i>Male</i>	<i>Female</i>
Hispanic Association of Colleges and Universities (HACU)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Summer Intern (WIN, etc.)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
USDA/1890 National Scholars	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1994 Tribal Scholars	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hispanic Scholars	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Asian American Pacific Islander Scholars	2	2	0	0	0	0	0	0	0	2	0	0	0	0
Workforce Recruitment Program for College Students with Disabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Student Temporary Employment Program (STEP)	1	1	0	1	0	0	0	0	0	0	0	0	0	0
Student Career Experience Program (SCEP)	15	4	5	1	5	2	1	1	0	0	0	0	0	0
Career Intern Program	32	16	15	15	0	1	1	0	0	0	0	0	0	0
Conversions to CC or Career Appointments	11	3	8	3	0	0	0	0	0	0	0	0	0	0

ACCOMPLISHMENT REPORT AND ACTION ITEMS AND UPDATE OF OBJECTIVES

PROGRAM ELEMENT 1. *Identify and explain why there is no representation or under representation of protected groups in your state?*

BARRIER STATEMENT:

Negative perception of the State of Minnesota –(Winter Climate and Social Isolation)

OBJECTIVE:

Full utilization of agency programs as part of an effort to eliminate no representation or under representation.

REPORT ON ACCOMPLISHMENTS AND ACTION ITEMS:

Action Item	Responsible Official	Completion Date
1. Encourage participation of the CRAC to assist in the development and implementation of the Affirmative Employment Plan.	HR	09/30/2007
2. Outreach to high schools in an effort to increase awareness of NRCS and potential applicant pools of all underrepresented groups.	SEPMs/HR	9/30/2007
3. Use special employment authorities; SCEP, STEP, FCIP, Temporary, and Term to identify potential employees.	HR/ASTC(FO)	9/30/2007
4. Promote the Black, Asian American Pacific Islander and American Indian scholarship programs for students majoring in an agricultural discipline at one of the required institutions.	SEPM/HR/STC	09/30/2007
5. Ensure training is provided to the Management Team, CRAC, and SEPMs on interpreting the DN-714 reports. Encourage participation of the CRAC to assist in the development and implementation of the Affirmative Employment Plan.	HR/SEPMs trained	09/30/2007

6. Yearly updates to Minnesota leadership team and CRAC of which EEO groups are under represented.	HR	09/30/2007
7. Review strategies for eliminating under representation and target recruitment efforts toward hiring in the under represented categories.	HR/CRAC/SEPMs	09/30/2007
8. Positive promotion of NRCS and the State of MN through various media tools.	HR/CRAC/SEPMs/Public Affairs	09/30/2007
9. Provide yearly AEP reports to all supervisors to increase awareness of underrepresented groups.	CRAC/HR	09/30/2007

REPORT ON OBJECTIVES FOR NEXT FISCAL YEAR:

Action Item	Responsible Official	Completion Date
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ACCOMPLISHMENT REPORT AND ACTION ITEMS AND UPDATE OF OBJECTIVES

PROGRAM ELEMENT 2. *Identify your efforts in recruitment and hiring and how managers, supervisors and SEPMs are assisting in reducing the no representation or under representation of protected groups in your state? (Be Specific)*

A.) BARRIER STATEMENT:

FINDING UNDER REPRESENTED WHO WANT TO WORK FOR NRCS:

The populations of minorities are small in the rural communities our agency typically serves. There are higher numbers in the larger metropolis. This statistic reflects in the number of minority students that are agriculture and natural resources majors in the higher institutions that our state historically focuses our recruitment efforts.

B.) BUDGET:

It has been financially infeasible to recruit new interns to our state due to budget constraints

C.) RETENTION:

Students' sometimes decide to choose the private sector vs. NRCS even after taking part in the student intern or SCEP program.

OBJECTIVE: To educate managers, supervisors, and CRAC so that they will have a clear understanding of the Affirmative Employment Plan and what Minnesota NRCS needs to reach our workforce parity goals.

REPORT ON ACCOMPLISHMENTS AND ACTION ITEMS:

Action Item	Responsible Official	Completion Date
ACTION ITEMS: (Address each pertinent protected group using MEASUREABLE and SPECIFIC action items – Use additional sheets if needed)	(Specific individual or individuals to complete action item.)	TARGET DATE:
1. Identify present and potential recruitment sources and determine if they yield qualified minority, disabled, and/or female applicants who meet the agency's needs.	ASTC(FO)'s, SEPM's, HR	09/30/07
2. Increase frequency of recruitment activities and expand sources, if needed, to include educational institutions such as high schools, colleges, vocational-technical schools, and outreach to community organizations and groups.	ASTC(FO)'s, SEPM's, HR	09/30/07
3. Coordinate recruitment efforts of special emphasis	ASTC(FO)'s, SEPM's,	09/30/07

program managers, human resources department, and other agency supervisors and managers; solicit assistance from supervisors and employees in the identification of potential employees	HR	
4. Create recruitment literature that reflects the agency's desire to reach all segments of a potential workforce and provides instructions for applying for federal employment.	ASTC(FO)'s, SEPM's, CRC, HR	09/30/07
5. Keep in correspondence with SCEP employees that will be potential NRCS employees during their summer internships and after they return to school through graduation.	SEPM's, HR	09/30/07
6. Encourage NRCS employees to forward vacancy announcements to friends and family in other states.	HR/SEPMs/ASTCs(FO) Leadership Team/Supervisors	9/30/2007

REPORT ON OBJECTIVES FOR NEXT FISCAL YEAR:

Action Item	Responsible Official	Completion Date
(Action items should be measurable and specific.)	(Specific individual or individuals to complete action item.)	(Date must be specific.)

ACCOMPLISHMENT REPORT AND ACTION ITEMS AND UPDATE OF OBJECTIVES

PROGRAM ELEMENT 3. *Provide an analysis of how promotions are distributed fairly and equitably within your state?*

BARRIER STATEMENT:

Promotions can be limited due to lack of experience and/or training.

OBJECTIVE:

Develop a program or strategy that will assist and allow employees to have opportunities to prepare themselves for potential management positions.

REPORT ON ACCOMPLISHMENTS AND ACTION ITEMS:

Action Item	Responsible Official	Completion Date
(Action items should be measurable and specific.)	(Specific individual or individuals to complete action item.)	(Date must be specific.)
1. Provide opportunities for talented individuals to gain experience with temporary assignments or details to positions of greater responsibility.	Leadership/ASTC (FO) / DCs	9/30/2007
2. Promote and maintain the statewide mentor program.	HR/SAO/ASTC(FO)/DC/CRAC	9/30/2007
3. Promote the use of FCIP to allow those with minimum educational qualifications to be in training positions that prepare them for more advanced positions.	HR/ASTC (FO) / DC	9/30/2007

REPORT ON OBJECTIVES FOR NEXT FISCAL YEAR:

Action Item	Responsible Official	Completion Date
(Action items should be measurable and specific.)	(Specific individual or individuals to complete action item.)	(Date must be specific.)

ACCOMPLISHMENT REPORT AND ACTION ITEMS AND UPDATE OF OBJECTIVES

PROGRAM ELEMENT 4. *How do you make use of student programs to improve no representation or under representation of groups in your state? Please identify the involvement of SEPMs and CRAC to improve no representation or under representation of protected groups in your state?*

BARRIER STATEMENT:

It is difficult for Minnesota to recruit candidates from schools in the western and southern that have warmer climates.

University advisors that lack understanding of the academic requirements of NRCS for the Soil Conservationist series.

Cost of living is high in Minnesota and it is difficult for student to move here with limited relocation benefits after conversion.

Cost of living for summer intern students is high and having to find housing that is affordable is difficult.

OBJECTIVE:

Increase recruitment network with targeted universities and relationships with university career centers. Prepare a handbook that will better prepare a student for moving to Minnesota that will make the transition less stressful and ways to make it financially feasible. Promote a sponsor a summer intern program with current NRCS employees to help keep costs down for these students.

REPORT ON ACCOMPLISHMENTS AND ACTION ITEMS:

Action Item	Responsible Official	Completion Date
(Action items should be measurable and specific.)	(Specific individual or individuals to complete action item.)	(Date must specific.)
1. Develop a student handbook that will prepare a student for a summer in Minnesota to include how to prepare for conversion after graduation.	HR/CRAC/SAO/SEPMs	9/30/2007
2. Develop a program that will encourage families to take a student in for the summer.	HR/CRAC/SAO/SEPMs	9/30/2007
3. Find employees who are willing to “rent a	ASTC (FO)/ CRAC/SEPMs	9/30/2007

room” to a summer intern student.		
4. Establish new/update university advisors/career centers and attend recruitment fairs at targeted universities that will provide greater candidates for the underrepresented groups in Minnesota. Get email addresses to be able to send vacancy announcements to be posted in Career Centers.	HR/ASTC(FO)/SEPMs	9/30/2007
5. Ensure new and current students have mentors.	HR/SEPMs/DCs/ASTC(FO)	9/30/2007
6. Attend outreach events (NOPAI/ANNRCSE/ NOPBNRCSE, NOPHNRCSE, APIO Conference) of underrepresented groups to promote all NRCS positions with an emphasis on the positions that are mission critical.	HR/SEPMs/SAO	9/30/2007

REPORT ON OBJECTIVES FOR NEXT FISCAL YEAR:

Action Item	Responsible Official	Completion Date
(Action items should be measurable and specific.)	(Specific individual or individuals to complete action item.)	(Date must specific.)

ACCOMPLISHMENT REPORT AND ACTION ITEMS AND UPDATE OF OBJECTIVES

PROGRAM ELEMENT 5. *Please identify the involvement of SEPMs and CRAC to improve no representation or under representation of protected groups in your state?*

BARRIER STATEMENT:

Budget constraints.

OBJECTIVE:

Proper training of SEPM's and CRAC.

REPORT ON ACCOMPLISHMENTS AND ACTION ITEMS:

Action Item	Responsible Official	Completion Date
(Action items should be measurable and specific.)	(Specific individual or individuals to complete action item.)	(Date must be specific.)
1. Participation at local career fairs to recruit students and those who are interested in the Federal Career Intern Program (FCIP).	HR/SEPMs	09/30/07
2. Establish a network with college liaisons.	SEPMs	09/30/07
3. Establish networking with Professional Organizations.	SEPMs	09/30/07
4. Participate in Professional Organization conferences for outreach and recruitment.	SEPMs/HR	09/30/07
5. Outreach and recruit at local high schools.	SEPMs/HR	09/30/07
6. Establish quarterly reporting from CRAC and SEPMs, of action items in AEP and for targeting underrepresented groups. Send AEP report to the Leadership Team to inform them of action items and how they may help to reach targeted underrepresented groups.	SEPMs/CRAC/Leadership Team	
7. Assess the availability of candidates from recruitment sources and expand as needed.	SEPM's, CRAC, HR	09/30/07

8. Identify present and potential recruitment sources to improve no representation and/or under representation.	SEPM's, CRAC, HR	09/30/07
9. Increase frequency of recruitment activities and expand sources to target protected groups.	SEPM's, HR	09/30/07
10. Ensure that CRAC/SEPM's are aware of and accountable for their responsibilities through communication at periodic sessions and documentation of their collateral assignment.	State Con./HR	09/30/07
11. Ensure newly appointed members receive adequate training pertaining to their responsibilities within three months of their appointment.	Supervisors/CRAC/SEPMs,	09/30/07
12. Develop "how-to" training tools/handbook for new and current SEPMs specific to Minnesota.	HR/CRAC/SEPMs	09/30/07

REPORT ON OBJECTIVES FOR NEXT FISCAL YEAR:

Action Item	Responsible Official	Completion Date
(Action items should be measurable and specific.)	(Specific individual or individuals to complete action item.)	(Date must be specific.)

ACCOMPLISHMENT REPORT AND ACTION ITEMS AND UPDATE OF OBJECTIVES

PROGRAM ELEMENT 6. *What efforts are being used to increase workforce representation of people with disabilities and Veterans with disabilities?*

BARRIER STATEMENT:

Most field work is not favorable for many of the targeted disabilities. Positions that require sedentary office work are limited.

OBJECTIVE:

Meet the needs of current employees with targeted disabilities and increase outreach to qualified individuals with targeted disabilities.

REPORT ON ACCOMPLISHMENTS AND ACTION ITEMS:

Action Item	Responsible Official	Completion Date
(Action items should be measurable and specific.)	(Specific individual or individuals to complete action item.)	(Date must be specific.)
1. Provide new and current leadership with informational tools on reasonable accommodations.	HR/CRAC/DEPM	9/30/2007
2. Inform NRCS employees statewide when vacancies are available.	HR	9/30/2007
3. Evaluate all offices for ADA compliance.	ASTC(FO)/SEPMs/CRAC	9/30/2007
4. Provide reasonable accommodations for current disabled employees on a case-by-case basis.	HR/DEPM/ASTCs(FO)/STC	9/30/2007
5. Develop and maintain contact with Disabled Student Services at universities and colleges.	DEPM/HR	9/30/2007
6. Use hiring programs and authority for students with targeted disabilities.	HR	9/30/2007
7. Assess current positions for possible placement of applicants in this group.	ASTCs(FO)	9/30/2007
		09/30/2007

REPORT ON OBJECTIVES FOR NEXT FISCAL YEAR:

Action Item	Responsible Official	Completion Date
(Action items should be measurable and specific.)	(Specific individual or individuals to complete action item.)	(Date must be specific.)

ACCOMPLISHMENT REPORT AND ACTION ITEMS AND UPDATE OF OBJECTIVES

PROGRAM ELEMENT 7. *How are awards and recognition distributed equitably and fairly as it pertains to developing career advancement opportunities?*

BARRIER STATEMENT:

Awards and recognitions are purely subjective to supervisor decision.

OBJECTIVE:

To encourage supervisors to acknowledge all employees who are performing above and beyond the call of duty. To motivate NRCS employees from an underrepresented group to strive to work for awards, this will assist in their career development.

REPORT ON ACCOMPLISHMENTS AND ACTION ITEMS:

Action Item	Responsible Official	Completion Date
(Action items should be measurable and specific.)	(Specific individual or individuals to complete action item.)	(Date must specific.)
1. Recognize and acknowledge FO that meet or exceed program goal items. (97% goals met).	ASTCs(FO)/STC	09/30/07
2. Post awards in quarterly Current Events email in an effort to acknowledge and motivate.	Public Affairs Spec./ HR	09/30/07
3. Encourage NRCS employees from an underrepresented group to volunteer for a State NRCS Committee.	ASTC(FO)'s/SAO/CRAC	09/30/07

REPORT ON OBJECTIVES FOR NEXT FISCAL YEAR:

Action Item	Responsible Official	Completion Date
(Action items should be measurable and specific.)	(Specific individual or individuals to complete action item.)	(Date must specific.)